

Columbus Parks and Recreation Department

Position Description

Position Title: Maintenance & Grounds Laborer
(Athletics/Hamilton Center)

Date: September 3, 2026

Department: Parks and Recreation

Reports to: Assistant Team Lead-Athletics
/ HCCIA Maintenance Laborer

Supervises: 0 employees

Summary of Functional Responsibilities:

- Carry out the daily management plans for all Athletic Facilities/Hamilton Center Ice Arena
- Support all Parks and Recreation responsibilities

Specific Duties of the Position:

- Contribute and carry out the management plans for all Athletic Facilities and Hamilton Community Center & Ice Arena
- Complete all work assigned in a timely manner
- Work with minimal or no supervision
- Perform all functions of preventive maintenance in accordance to all standards and procedures.
- Keep inventory of all supplies, materials and equipment.
- Ensure good working relationships with customers, vendors and fellow employees
- Report for all assigned hours, including weekends, holidays and overtime as designated by the Athletic Facilities Supervisor
- Implement and support all applicable safety and quality programs
- Assist with snow removal
- Ability to multi-task
- Represent the Parks and Recreation Department in a courteous, professional and friendly manner
- Perform all other duties as assigned and in accordance to all standards and procedures

Education and Experience:

- High school education or equivalent.
- Athletic Facilities Maintenance and Sports Turf experience desirable
- Some hands-on experience preferred
- Valid Indiana driver's license, maintained at all times, and good driving sufficient to be a driver covered by City Insurance
- Ability to operate all trucks and equipment
- Strong written and oral communication skills to interact with all internal/external resources.
- Willingness to receive additional training in Athletic Facilities & Hamilton Center operations.
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Judgment:

- Work is of ordinary difficulty and complexity and is performed under general or no supervision

Relationships Responsibility:

- Must be able to work with customers (internal & external) to keep service at the highest standard possible

Working Conditions:

- Exposure to more than ordinary conditions which include, but are certainly not limited to, stress and inclement weather.
- Considerable physical effort
- Frequent exposure to weather, dirt and dust
- Hours will vary and days will vary. Weekends, and Holidays are sometimes required
- Position is safety sensitive and subject to the City's Drug and Alcohol-Free Workplace Policy which requires post-employment offer, pre-employment testing, random testing, post-accident testing, and reasonable suspicion testing
- Criminal Background Checks are required

Classification of Job:

- This is a seasonal or part-time position with no more than 1559 hours per year and does not provide any benefits.
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Essential Physical Requirements:

- Use one or two hands to grasp, move, or assemble objects.
- Lift, push, pull, or carry heavy objects weighing 50 pounds or greater for an extended period of time.
- Move two or more limbs together (for example, two arms, two legs, or one leg and one arm) while remaining in place.
- Make quick, precise adjustments to machine controls.
- See details of objects that are less than a few feet away and more than a few feet away.
- Work for extended periods without getting tired or out of breath.
- Bend, stretch, twist, or reach out.
- Sufficient balance to climb and remain on ladders and other equipment safely.
- Use fingers to grasp, move, or assemble very small objects.
- Adjust body movements or equipment controls to keep pace with speed changes of moving objects.

Must reside in Bartholomew County or adjoining county within six (6) months of employment.

This position is subject to the City's Drug and Alcohol-Free Workplace Program which includes: pre-employment testing, random drug testing, post-accident testing, reasonable suspicion testing, return-to-duty testing and follow-up testing. Annual BMV checks for all drivers.

This description is intended to describe the type and level of work being performed by the person assigned to this job. It is not an exhaustive list of all duties and responsibilities required by a person and employees at the city may be given other assignments at will.

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